



San Bernardino County Recorder-Clerk

222 W. Hospitality Lane, 1st Floor
San Bernardino CA 92415-0022

Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday

(855) REC-CLRK

www.sbcounty.gov/arc

GENERAL RECORDING REQUIREMENTS

Each document presented for recording must include or comply with the following general requirements.

1. The property must be located in San Bernardino County (Civil Code 1169).
2. The document must be authorized or required by law to be recorded (GC 27201)
3. Signatures must be original unless the document is a certified copy issued by the appropriate custodian of the public record (GC 27201b, GC 27279, Evidence Code 1530)
4. Include the name of the party requesting the recording and a name and address where the document can be returned (GC 27361.6)
5. The document must be properly acknowledged, unless exempt. California requires an all-capacity acknowledgement (GC 27201, 27289, 27285, 27287, 27288, CC 1189)
6. The notary seal must be legible for microfilm reproduction (GC 8207)
7. When recording documents affecting a change in the ownership of real property, include a completed Preliminary Change of Ownership Report R&T 480.3
8. Standard page size is one printed side of a single piece of paper being 8 1/2 inches by 11 inches (GC 27361.5).
9. All documents submitted must have at least a 1/2" margin on the two vertical sides except in the space reserved for recording information (GC 27361.6).
10. The first page or sheet of a document shall comply with Government Code Section 27361.6:
 - a. The top right 2 1/2" X 5" corner is reserved for Recorders Use Only.
 - b. The top left 2 1/2" X 3 1/2" corner is reserved for the name of the person requesting recording and a return name and address.
 - c. The title of the document must appear on the first page immediately below the space reserved for the Recorder.
 - d. In the event the first page or sheet of a document does not comply with these requirements, a separate page shall be attached by the party requesting recording to the front of the document which meets these criteria and which reflects the title or titles of the document.
11. Documents must be clearly legible in order to produce a readable photographic record. This pertains to the document text, notary seals, certificates and other attachments, such as legal descriptions (Gov. 27361.7)
12. Effective January 01, 2009, unless otherwise required to do so by state or federal law, no person, entity, or government agency shall present for recording or filing with a county recorder a document that is required by any provision of law to be open to the public if that record displays more than the last four digits of a social security number (CC 1798.89). This law does not apply to documents created prior to January 01, 2009. **Note:** Do not alter any certified copies. The recorder will create a copy in an electronic format and truncate (redact) the first five digits of any social security number contained in that record.
13. Any document which modifies, releases, or cancels the provisions of a previously recorded document shall state the recorder identification number or the book and page of the document being modified, released, or canceled (GC 27361.6)